



**Sir Geoffrey Leigh Academy**  
**16-19 Bursary Fund Policy 2023/2025**

**What is the 16-19 Bursary Fund?**

The fund is made available from the government through its funding body - Education and Skills Funding Agency (ESFA) for 16-19 year olds - to provide assistance to students, whose access to or completion of education is inhibited by financial constraints or barriers. The 16-19 year old bursary scheme was put in place as a partial replacement for Education Maintenance Allowance.

**Who is eligible to apply for 16-19 Bursary Funding?**

Students following government (ESFA) funded full time or part time courses, who are 16 years and over and satisfy one or more of the following criteria:

- Students aged at least 16 and under 19 years of age on 31<sup>st</sup> August 2023, who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Asylum seekers.
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents.

**Who is not eligible for 16-19 Bursary Funding?**

- Students under 16 years of age or over 19 years of age on 31<sup>st</sup> August 2023.
- Students who do not meet the residency qualifications.

**How does The Academy assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and The Academy will prioritise allocation. There will be three priority groups, categorised as high, medium and low:

## High Priority Group

Students aged under 19 on 31<sup>st</sup> August 2023 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Teenage parents in receipt of income support
- Young carer
- Are disabled and in receipt of Disability Living Allowance

Eligible students will be guaranteed a £1,200 bursary for costs such as transport, equipment etc.

*If eligible, payments will be made at the end of each module once the necessary reports have been checked and completed.*

## Medium Priority Group

Students who fall into any of the following category:

- Live in a household with a gross annual household income of below £20,000
- Teenage parents not in receipt of income support

Eligible students in this group, if they apply to the 16–19 Bursary Fund by Friday 22<sup>nd</sup> September 2023, **may** be eligible for a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc.
- A possible cash bursary, of at least £100.00, if aged under 19 on 31<sup>st</sup> August 2023, dependent on meeting agreed attendance and behaviour criteria. This will be subject to availability of funds.
- Financial support towards childcare costs and examination resit fees, if aged under 19 on 31<sup>st</sup> August 2023.

*If eligible, payments will be made at the end of each module once the necessary reports have been checked and completed.*

## Low priority group

- Live in a household with a gross annual household income of between

£20,000 and £25,000

Those in the low priority group will be considered for funding based on The Academy allocation and subject to available funding after those in the high and medium priority groups have been awarded. Students in this group may get a **contribution** towards the cost of essential course equipment, uniforms and transport costs (they may also receive a cash bursary, if aged under 19 on 31<sup>st</sup> August 2023, if funds permit).

*If eligible, payments will be made at the end of each module once the necessary reports have been checked and completed.*

## **Applications**

A 16-19 Bursary Fund Application form must be completed and returned to Julie Howell, Post-16 Administrator, by Friday 22<sup>nd</sup> September 2023 to ensure receipt of any bursary funds in line with the dates advertised. Any applications received after Friday 22<sup>nd</sup> September 2023 will still be considered under the same criteria but any payments may be delayed.

## **Criteria**

Receipt of any funding is dependent on *Attendance, Behaviour and Application*.

The criteria are:

- Punctual attendance at all Timetabled Lessons including Tutor Time and to classes in other Academies in The Trust.
- Appropriate behaviour at all times.
- Appropriate application in your work, so that all deadlines for homework and coursework are met.

## **Absences**

- Absence due to sickness for more than seven days (including weekends) needs to be supported by an SC2 form (self-certification sick note) obtained from your medical centre. For shorter periods of sickness, a letter, email or phone call from parents/carers is required within three days of the absence. Persistent short term illness may not be authorised. Failure to provide the required documentation will result in the absence being recorded as 'Unauthorised'
- You must inform your Tutor, Lucy Maxwell or Julie Howell prior to any events, which are listed below:

Hospital/Orthodontist/Doctor's appointments (a maximum of ½ day absence will be automatically authorised), Interviews, University Open Days, Driving Tests, Principal Student Voice Official Business etc. Where possible the above appointments must be made outside lesson hours. Teaching staff must be informed in advance and not after the event, otherwise this could lead to non-payment. Absences known in advance will be authorised.

- Holidays must **not** be arranged in term-time. You will not receive the next Bursary payment if you take holidays in term time.

- Religious observances during term time approved by The Academy will be authorised - you must inform your Tutor and Julie Howell prior to the event so your absences can be authorised. Extended leave is treated as a holiday – see above.
- Absence during examinations will only be authorised if the absence is due to illness, when a doctor's note will need to be produced.
- Absences due to personal issues e.g. for a funeral of a close relative/friend or for time off for family matters, authorised absence may apply at the discretion of The Academy. Where possible, you must ask permission first, before time off is taken.
- Absence due to disciplinary procedures will lead to suspension of any payments.

### **Payment Dates**

#### **High Priority Group**

Payments of £200.00 made each module – 6 times a year, after the end of the module.

#### **Medium Priority Group**

Payments will be made 6 times a year, after the end of the module.

#### **Low Priority Group**

Payments will be made 6 times a year, after the end of the module.

In addition, students will be notified if applications for contributions to essential course equipment, visits and materials have been approved and payments will be made directly at the time needed. These could be payments towards any curriculum visits or community events (including residential field trips, team building, celebration events) and materials such as photographic equipment, books or extra printing. The total amount awarded will depend on the number of Bursary applicants and the total fund will be shared between them according to need.

### **Appeals Procedure**

If you think you have grounds for appeal against non-payment of non-approval of application you should complete and return the **Decisions Appeals Form** to Julie Howell. If you are still not satisfied with the decision, you should submit your appeal in writing. Appeals will be heard by Mr Forcella-Burton, Director of Post-16. Both you and your parents/carers may be asked to attend a meeting to discuss your appeal or it may be decided on the basis of your written submission.